

Special Assistant to Chief, Economic Research

27 February 1956

Chief, Industrial Division

Analysis of D/I Working Relationships with Agency Components --
Building Planning.

1. Your office asked this Division to report on its working relationships with certain CIA components, notably:

1. DD/I units (excluding ORR) and
2. Non-DD/I areas of CIA.

2. This letter summarizes the work-type categories and working-relationships for the Industrial Division.

I. Work-type

The Industrial Division is engaged in economic intelligence research and reporting on the Sino-Soviet Bloc manufacturing industries. The mission is broad enough to permit many unique and special work-type designations, but is mainly accomplished through routine desk and office procedures.

The main work needs therefore are office-space, desks, filing cabinets, and business machine equipment (e.g., typewriters, adding machines, calculators, etc.)

Two methods of research are used: 1. Individual work
2. coordinated or task-force work. In both cases the need is for adequate housing to permit the maximum in individual and group effort.

As can be seen from the above description the materials handled consist mainly of individual papers, reports, books, and other research records.

Because of the nature of materials handled by this Division it must be located within the restricted area administered by OCI.

II. Working-relationships

A. Within the DD/I Area:

1. OCR all units but particularly: Reference Library, Industrial Register, and Micro-film Service.

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Frequent trips per day by all branches and at least 1 trip per week by each analyst.

Frequent telephone calls daily to and from the OCR units.

2. OSI All units

Frequent weekly trips by certain personnel and branches. Contact is mainly consultative and not of overriding importance with regard to location near the Division area.

3. [REDACTED] and Foreign Documents Division

Weekly trips are made to contact FDD personnel by each branch (7). Frequent daily visits are made by many analysts to an FDD unit located within OCR.

Very little personnel or paper flow occurs directly between the Division and [REDACTED]. This flow is mainly handled by an OCR Staff. [REDACTED]

4. OCI All Desks

There is a regular flow of paper to and from the OCI units. There is some personnel flow.

Because of the nature of materials handled by the Division it must be located within the restricted area administered by OCI.

5. ONI Limited paper and personnel flow.

6. ONE Limited paper and personnel flow.

B. Outside the DD/I Area:

This heading is specific as to its application to non-DD/I units within the CIA. Therefore this is taken to cover the DD/S and DD/P activities. Industrial Division relationships with both units are handled through appropriate OCR channels. There is limited paper and personnel flow.

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